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Administration Committee  
January 5, 2006

***Summary Minutes***

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**THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. AUDIO CASSETTE TAPE OF THE ACTUAL MEETING IS AVAILABLE FOR LISTENING IN SCAG'S OFFICE.**

The Administration Committee held its meeting at the SCAG offices, Downtown, Los Angeles. The meeting was called to order by Sid Tyler, Chair, Pasadena. There was a quorum.

**Members Present**

Aldinger, Jim	City of Manhattan Beach
Baldwin, Harry	City of San Gabriel
Bowlen, Paul	City of Cerritos
Burke, Yvonne	County of Los Angeles
Dixon, Richard	City of Lake Forest
Edney, Jon	City of El Centro
Loveridge, Ronald	City of Riverside
Lowenthal, Bonnie	City of Long Beach
Mikels, Judy	County of Ventura
Pettis, Greg	City of Cathedral City
Roberts, Ron	City of Temecula
Robertson, Deborah	City of Rialto
Tyler, Sid ( <b>Chair</b> )	City of Pasadena
Washburn, Dennis ( <b>Vice Chair</b> )	City of Calabasas
Young, Toni	City of Port Hueneme

**Members Not Present**

Nelson, Larry	City of Artesia
Ovitt, Gary	County of San Bernardino
Smith, Greig	City of Los Angeles

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<sup>1</sup> \* indicates new member

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**1.0 CALL TO ORDER & PLEDGE OF ALLEGIENCE**

Hon. Sid Tyler, Chair, Pasadena, called the meeting to order at 9:10 a.m.

**2.0 PUBLIC COMMENT PERIOD**

None.

**3.0 REVIEW and PRIORITIZE AGENDA ITEMS**

Item 5.4.1 was delayed until February 2006.

**4.0 CONSENT CALENDAR**

**4.1 Approval Item**

4.1.1 Minutes of December 1, 2005

4.1.2 Approval Contracts Over 250,000

4.1.3 Additional Sponsorship for Faster Freight Cleaner Air Conference

**4.2 Receive and File**

4.2.1 Purchase Orders/Contracts \$5,000 to \$250,000

*Motion by Pettis to approve the Consent Calendar, Seconded by Mikels, then unanimously approved by the Committee.*

**5.0 ACTION ITEMS**

**5.1 Co-Sponsorship of the California Congressional Delegation Transportation Reception**

Don Rhodes, SCAG staff, reported that each year SCAG has been asked to co-sponsor a statewide transportation conference in Congress coinciding with the APTA conference. A Memorandum of Understanding (MOU) in the amount of \$6000 is currently in place.

Committee members were concerned with possible lack of attendance due a week-long gap between the reception, the National League Cities, and the APTA conference. It was suggested that the Committee establish a process to preview future conferences, including content and financial implications.

*Motion by Mikels to approve, Seconded by Washburn, then approved by a majority of the Committee. Opposed by Ron Roberts.*

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**5.2**    Resolution #06-470-1 Authorizing SCAG to Accept Caltrans State Planning and Research Grant Funds

Bob Huddy, SCAG staff, briefed the Committee on a Caltrans grant for \$300k in SPR funds to complete an operational study relating to design capacity and deficiencies along the 405 corridor. Staff requested the Committees approve Resolution #06-470-1 to accept the funds and initiate the study under the OWP.

*Motion by Aldinger to approve Resolution #06-470-1, Seconded by Washburn, then unanimously approved by the Committee.*

**5.3**    Resolution #06-470-2 Accepting FTA 5313b State Planning and Research Partnership Planning Grant Funds

Bert Becker, Interim CFO, requested approval of Resolution #06-470-2, required by Caltrans to release research and planning grants in the total of \$630,000.

*Motion by Mikels to approve Resolution #06-470-2, Seconded by Washburn, then unanimously approved by the Committee.*

**5.4**    Audit Committee Report

5.4.1    KPMG Audit

Item delayed until February 2006.

*Motion by Lowenthal to continue the KPMG Audit until February 2006, Seconded by Dixon, then unanimously approved by the Committee.*

5.4.2    Update on Subregional Audits

Sid Tyler, Chair, reported that the Policy Committees would receive a briefing on the internal audit program in progress for the subregions. Issues of compliance with federal regulations including, proper documentation, disallowed costs, and internal control measures is the focus. Caltrans will provide audit training to establish a framework for the subregions to follow.

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**6.0 INFORMATION ITEMS**

**6.1 CFO Report**

Bert Becker, Interim CFO, reported

- Unencumbered expenditures are on track.
- Caltrans Quarterly Progress report went well and will follow up on the suggested format changes
- The Communications and Membership Subcommittee requested \$2500 be set aside for Consensus trip presentation materials.
- Budget Workshop scheduled for February, therefore, an adjusted schedule for Policy Committee meetings -- topic is the proposed budget
- Lobbyist Paul Bauer, of Paul Bauer and Associates, will soon work for Hatch and Parent -- a status of the contract assignment to follow in February

**7.0 FUTURE AGENDA ITEMS**

**8.0 ANNOUNCEMENTS**

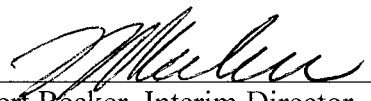
Dennis Washburn announced:

January 5 -- Los Angeles division of the League of California Cities will meet and following that, the Los Angeles County City Selection meeting for the Western Corridor Cities will elect a representative to the AQMD Board of Directors.

**9.0 ADJOURNMENT**

Hon. Sid Tyler, Chair, adjourned meeting at 9:45am. Next meeting will be held at the SCAG offices on Thursday, February 2, 2006.

**Summary Minutes Approved by:**

  
Bert Becker, Interim Director  
Staff to the Administration Committee